DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

February 5, 1988

ALL COUNTY LETTER NO. 88-20

TO: ALL COUNTY WELFARE DIRECTORS
      ALL COUNTY PROGRAM COORDINATORS
      ALL COUNTY PROGRAM FISCAL OFFICERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1987/88
          MIDYEAR UPDATE

REFERENCE: WELFARE AND INSTITUTIONS CODE   SECTIONS 12300, ET. SEQ.

Purpose

The purpose of this letter is to initiate development of the
FY 1987/88 IHSS Midyear Update. Welfare and Institutions Code (WIC)
Section 12301 requires each County to submit a plan to the State
Department of Social Services (SDSS) which demonstrates how it will
operate its In-Home Supportive Services (IHSS) Program within its
allocation. This year's format is again based on the approach that
it is an update of each County's previously submitted plan.
Therefore, only some of the exhibits used in the County Plan format
of July 31, 1987 will be used for the Midyear Update process. It is
important that each updated plan be fully justified with well-
developed rationales supporting projected expenditures on the basis
of planned IHSS program operations.

Budgetary Considerations

A. In order for the Midyear Update to accurately predict costs, it
   is critical for managers in each County to first identify the
   potential impact of policy, procedural and organizational changes
   initiated at both the State and County levels which impact
   program costs, before completing the attached exhibits.
   Particular attention should be given to changes in service
   delivery modes.

B. In an effort to ensure allocation of program funds in a
   manner consistent with the Budget Act the following
   allocation formulas will be used:

Contract Mode:

The number of contract hours to be funded in FY 1987/88
is determined by the number of contract hours paid in
the previous year plus a 5.69 percent caseload growth
factor, and a 2.1 percent hours per case growth factor.
If the total number of paid hours in the Contract Mode
on Exhibit E exceeds this limitation the excess hours
will be funded at the hourly cost established for the
Individual Provider (IP) Mode.

Welfare Staff Mode:

Cases served (paid cases) are to be held at or below
FY 1986/87 levels. If the total number of casemonths
in the Welfare Staff Mode on Exhibit E exceeds this
limitation the excess cases will be funded at IP Mode
rates.

Format and Instructions

This year's Midyear Update consists of Exhibits E and H.
Instructions for completing the Exhibits are also attached.
Exhibits A through D have not been included because it would be
redundant to provide past year (FY 1986/87) actual costs a second
time. Exhibit E for current year has not been changed but needs to
be completed again with updated actual and projected costs (ignore
the page numbers at the foot of each form). Exhibit I is now
Exhibit H, as the former Exhibit H has been deleted.

Exhibits E and H have again been programmed on an IBM compatible
Personal Computer (PC) using the Lotus 1-2-3 spreadsheet program.
Counties wishing to use a PC to develop and print their updated plan
may request a copy of the spreadsheet on floppy disk from the County
Welfare Directors Association (CWDA) PC Users Group. Interested
Counties may call Mr. Joe Ormond (Humboldt) at (707) 445-6024.
Counties using the computer spreadsheet are urged to return a copy
of the completed Exhibits either on floppy disk or via
telecommunication, with their official signature copy of the updated
plan. Those wishing to use telecommunication should call
Mr. Terrell Jordan at (916) 323-9034 to make arrangements.

All monies in the updated plan should be rounded to the nearest
whole dollar; however, percents should be carried out to two decimal
places. Also, it is not necessary to type the Exhibits as long as
they are submitted in clearly legible black ink that can be
photocopied.

Due Date and IHSS Analyst Assignments

The Midyear Update must be completed and returned to this office by February 29, 1988. It is important that all Counties meet this due date in order for the Department to approve Midyear Updates timely, taking into consideration input from all Counties.

Please address completed Midyear Updates (including optional floppy disks) to:

> State Department of Social Services
> Adult Services Bureau
> 744 P Street, M.S. 6-536
> Sacramento, CA 95814

If your County needs assistance in the completion of this updated Plan, please contact your IHSS Analyst (see attached list).

LOREN D. SUTER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

COUNTIES	Terry Jordan 323-9034	Sal Barajas 323-9065	Fernando Negrete 445-2672	Liz Peralta 322-0197	
ALAMEDA	X				
ALPINE				X	
AMADOR		X			
BUTTE				X	
CALAVERAS		X			
COLUSA	X				
CONTRA COSTA				X	
DEL NORTE			X		
EL DORADO			X		
FRESNO	X				
GLENN			X		
HUMBOLDT		X			
IMPERIAL			X		
INYO			X		
KERN	X				
KINGS			X		
LAKE	X				
LASSEN			X		
LOS ANGELES	X				
MADERA		X			
MARIN		X			
MARIPOSA		X			
MENDOCINO		X			
MERCED			X		
MODOC				X	
MONO				X	
MONTEREY			X		
NAPA		X			
NEVADA				X	
ORANGE	X				
PLACER	X				
PLUMAS				X	
RIVERSIDE				X	
SACRAMENTO	X				
SAN BENITO				X	
SAN BERNARDINO	X				
SAN DIEGO		X			
SAN FRANCISCO		X			
SAN JOAQUIN				X	
SAN LUIS OBISPO	X				
SAN MATEO		X			
SANTA BARBARA				X	
SANTA CLARA		X			
SANTA CRUZ		X			
SHASTA			X		
SIERRA				X	
SISKIYOU				X	
SOLANO	X				
SONOMA	X				
STANISLAUS	X				
SUTTER			X		
TEHAMA				X	
TRINITY				X	
TULARE		X			
TUOLUMNE			X		
VENTURA				X	
YOLO			X		
YUBA			X		
GRAND TOTAL					

GEN 759 (11/74)

EXHIBIT E — IHSS QUARTERLY ESTIMATES

COUNTY

	REF #	U FY 87-88 FIRST QUARTER	REF #	V FY 87-88 SECOND QUARTER	REF #	W FY 87-88 THIRD QUARTER	REF #	X FY 87-88 FOURTH QUARTER	REF #	Y FY 87-88 TOTAL
CASELOAD 1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
INDIVIDUAL PROVIDER MODE 4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		$		$		$		$		$
CONTRACT MODE 10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		$		$		$		$		$
WELFARE STAFF (DIRECT SERVICES) 16. Paid Cases										
17. % of Caseload										
18. Total Service Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total Service Cost		$		$		$		$		$
WELFARE STAFF (IP SUPERVISION) 22. Time Study Hrs. x 3										
23. Cost/Hour										
24. Total Supv. Cost										
25. Other Costs										
TOTAL PROGRAM COST 26. Total Paid Hours										
27. Hours/Case										
28. Cost/Hour										
29. Total Program Cost		$		$		$		$		$

COUNTY

EXHIBIT H — COUNTY CONTACT LIST — ADULT SERVICES

COUNTY

ADDRESS

CONTACTS

TITLE	NAME	TELEPHONE NUMBER
Director		
Assistant Agency Director		
Adult Services Division Supervisor		
Adult Program Specialist		
IHSS and APS Section Supervisor		
Fiscal Section Supervisor		
Contracts Section Supervisor		
Payroll Section Supervisor		
Program Analyst		

OTHER CONTACTS:

Prepared by:

SIGNATURE

NAME

DIRECTOR

DATE

INSTRUCTIONS FOR EXHIBIT E - PART 1 (1st and 2nd Qtrs)

General —
The overall purpose of Exhibit E (Columns U and V) is to enter past actual quarterly statistics, and then derive averages. The averages will be analyzed later to complete the last two quarters.

Line (1)
This line represents the total combined number of <u>unduplicated</u> cases in all modes authorized to receive services during the quarter. Combine each mode's appropriate quarterly totals and place them in columns U and V as appropriate.

Line (3)
This line represents the count of <u>unduplicated</u> cases in all modes for which services were paid during the quarter. Combine each mode's appropriate quarterly totals and place them in columns U and V as appropriate.

Line (2)
This line represents the percent of Paid to Open cases. Divide line 3 by line 1 in each column (col's. U and V). Round to two decimal places.

Line (4)
This line represents the count of paid cases in the IP mode during the quarter. Enter the appropriate quarterly totals in line 4 columns U and V.

Line (5)
This line represents the percent of paid IP cases to the entire paid caseload. Divide line 4 by line 3 in each column (col's. U and V). Round to two decimal places.

Line (6)
This line represents the count of paid service hours in the IP mode during the quarter. Enter the appropriate quarterly totals in line 6 columns U and V.

Line (7)
This line represents the average hours per paid case in the IP mode during the quarter. Divide line 6 by line 4 in each column (col's. U and V). Round to two decimal places.

Line (9)
This line represents the total cost of expenditures in the IP mode during the quarter. Enter the appropriate quarterly totals in line 9 columns U and V.

Line (8)
This line represents the average cost per service hour in the IP mode during the quarter. Divide line 9 by line 6 in each column (col's. U and V).

Line (10)
This line represents the count of cases for which services were paid in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 10 columns U and V.

Line (11)
This line represents the percent of paid Contract cases to the entire paid caseload. Divide line 10 by line 3 in each column (col's. U and V). Round to two decimal places.

Line (12)   This line represents the number of paid service hours in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 12 columns U and V.

Line (13)   This line represents the average hours per paid case in the Contract mode during the quarter. Divide line 12 by line 10 in each column (col's. U and V). Round to two decimal places.

Line (15)   This line represents the total cost of expenditures in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 15 columns U and V.

Line (14)   This line represents the average cost per service hour in the Contract mode during the quarter. Divide line 15 by line 12 in each column (col's. U and V).

Line (16)   This line represents the count of cases for which direct services were performed in the Welfare Staff mode during the quarter. Enter the appropriate quarterly totals in line 16 columns U and V.

Line (17)   This line represents the percent of served Welfare Staff cases to the entire paid caseload. Divide line 16 by line 3 in each column (col's. U and V). Round to two decimal places.

Line (18)   This line represents the number of direct service hours performed (not hours time studied, or hours of IP supervision) in the Welfare Staff mode during the quarter. Enter the appropriate quarterly totals in line 18 columns U and V.

Line (19)   This line represents the average hours of direct service per served case in the Welfare Staff mode during the quarter. Divide line 18 by line 16 in each column (col's. U and V). Round to two decimal places.

Line (21)   This line represents the direct service prorata share of casework and overhead expenditures in the Welfare Staff mode during the quarter. (The source of this information is the Quarterly Administrative Expense Claim, with those costs prorated between lines 21 and 42 of this exhibit). Enter the appropriate quarterly totals in line 21 columns U and V.

Line (20)   This line represents the average cost per direct service hour performed in the Welfare Staff mode during the quarter. Divide line 21 by line 18 in each column (col's. U and V).

Line (22)   This line represents the prorata share of time study hours devoted to IP Supervision per quarter. (The source of this information is the Quarterly Administrative Expense Claim, using a portion of the total hours). Multiply the prorata share of hours by three (3) and enter that figure in the appropriate columns (U and V).

Line (24)   This line represents the prorata share of Casework and Overhead expenditures devoted to IP Supervision during the quarter. The remainder of such costs not included in line 21 above). Copy the appropriate quarterly prorata share.

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Line (23)   This line represents the average cost per hour of IP Supervision
                   during the quarter. Divide line 24 by line 22 in each column (U and
                   V).

Line (25)   This line represents any other program costs included in quarterly
                   administrative claims submitted to SDSS, such as EDP (DFA 327.2A) and
                   Staff Development (DFA 327.3A), but not included in lines 9, 15 or 21
                   above. An explanation of the cost must be included in accompanying
                   notes attached to the County plan.

Line (26)   This line represents the total paid hours of service for all modes by
                   quarter. Add the numbers entered in lines 6, 12 and 18 in each column
                   (col's. U and V).

Line (27)   This line represents the average hours per case for all modes during
                   the quarter. Divide line 26 by line 3 in each column (col's. U and
                   V). Round to two decimal places.

Line (29)   This line represents the total program cost of expenditures in all
                   modes during the quarter. Add the numbers entered in lines 9, 15, 21,
                   24 and 25 in each column (col's. U and V).

Line (28)   This line represents the average cost per hour for all modes during
                   the quarter. Divide line 29 by line 26 in each column (col's. U and
                   V).

                       INSTRUCTIONS FOR EXHIBIT E - PART 2   (3rd and 4th Qtrs)

General -   The overall purpose of Exhibit E (Columns W and X) is to analyze
                   averages and trends from the past six quarters to predict the same
                   factors in the third and fourth quarter of FY 1987-88. Spaces for
                   reference numbers have been provided to the left of each column in
                   order to designate explanatory footnotes that must accompany the
                   County plan (i.e. "The average cost/hour over the past 2 qtrs was
                   used" or "The FY 87-8 second qtr. average hours/case was used." See
                   headings entitled "Ref #".) The averages are then used to derive
                   projected statistics (the inverse of Col.'s U and V).

Line (1)   This line represents the number of projected unduplicated Open cases
                   during each quarter. The projection method used must be fully
                   justified in accompanying footnotes. Next, add the numbers entered in
                   line 1 columns U, V, W and X to derive the total in column Y.

Line (2)   This line represents the projected percent of Paid to Open cases
                   during the quarter. Enter the predicted value in the appropriate
                   column (col's W and X) - using the rate from the FY 87-88 second
                   quarter (Col. V, Line 2). If a County chooses to use a different
                   method, it must be explained in the footnotes (See headings entitled
                   "Ref #"). Round to two decimal places.

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Line (3)   This line represents the number of projected <u>unduplicated</u> Paid cases during the quarter. Multiply line 1 by line 2 (i.e. 1,000 Open cases X 90% = 900 Paid cases), in each column (col's. W and X). Next, add the numbers entered in columns U, V, W and X to derive the total in column Y. Round to the nearest whole number.

Line (5)   This line represents the percent of IP cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. W and X)- using the percentage rate from the FY 87-8 second quarter (Col. V, Line 5) unless the County is experiencing a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.

Line (4)   This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (col's. W and X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.

Line (7)   This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (County Plan Exhibit D Col.'s P thru S, Line 7) and Qtrs 1 and 2 of the current year (Exh. E Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours/case. Or, enter the Exh.E FY 87-8 second quarter rate (Col. V, Line 7) in the appropriate column (col's. W and X). If a County chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.

Line (6)   This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. W and X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.

Line (8)   This line represents the average cost per hour in the IP mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (County Plan Exhibit D Col.'s P thru S, Line 8) and Qtrs 1 and 2 of the current year (Exh. E Col.'s U and V, Line 8), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected cost per hour. Or, enter the Exh. E FY 87-88 second qtr. rate (Col. V, Line 8) in the appropriate column (col's. W and X). If a County chooses to use a different methodology it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #").

Line (9)   This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. W and X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.

Line (11)   This line represents the percent of Contract cases to the entire paid
              caseload. Enter the predicted value in the appropriate column (col's.
              W and X)- using the percentage rate from Exh. E FY 87-88 second
              quarter (Col. V, Line 11) unless the County is experiencing a shift in
              Mode usage, then it must be explained in footnotes. Round to two
              decimal places.

Line (10)   This line represents the number of Paid cases in the Contract mode
              during the quarter. Multiply line 11 times line 3 in each column
              (col's. W and X). Next, add the numbers entered in col's. U, V, W
              and X to derive the total in column Y. Round to the nearest whole
              number.

Line (13)   This line represents the average hours per case in the Contract mode
              during the quarter. In order to predict the average hours per case,
              the four quarters of the prior year (County Plan Exhibit D Cols. P
              thru S, Line 13) and Qtrs 1 and 2 of the current year (Exh. E Col.'s U
              and V, Line 13), must be analyzed to discern whether a trend exists or
              if the situation is stable and arrive at the projected hours per case.
              Or, enter the Exh. E FY 87-8 second qtr. rate (Col. V, Line 13) in the
              appropriate column (col's. W and X). If a County chooses to use a
              different method it must be explained in footnotes accompanying the
              plan and referenced by number to the left of the appropriate column
              (see headings entitled Ref #"). Round to two decimal places.

Line (12)   This line represents the total projected paid service hours in the
              Contract mode during the quarter. Multiply line 10 times line 13 in
              each column (col's. W and X). Next, add the numbers entered in col's.
              U, V, W and X to derive the total in column Y. Round to the nearest
              whole number.

Line (14)   This line represents the average cost per hour in the Contract mode
              during the quarter. Enter the FY 87-8 contracted hourly rate in the
              appropriate column (col's. W and X).

Line (15)   This line represents the total projected cost of the Contract mode
              during the quarter. Multiply line 12 times line 14 in each column
              (col's. W and X). Next, add the numbers entered in col's. U, V, W
              and X to derive the total in column Y. Round to the nearest whole
              number.

Line (17)   This line represents the percent of Welfare Staff cases to the entire
              paid caseload. (If none, enter zero). Enter the predicted value in
              the appropriate column (col's. W and X) - using the percentage rate
              from the FY 87-8 second quarter (Col. V, Line 17) unless the County is
              experiencing a shift in mode. Then it must be explained in footnotes.
              Round to two decimal places.

Line (16)   This line represents the number of cases for which direct services
              will be performed in the Welfare Staff mode during the quarter.
              Multiply line 17 times line 3 in each column (col's. W and X). (If
              none, enter zero). Next, add the numbers entered in col's. U, V, W
              and X to derive the total in column Y. Round to the nearest whole
              number.

Line (19)   This line represents the average hours of direct service per case
              served (not hours time studied, or hours of IP Supervision) in the
              Welfare Staff mode during the quarter. In order to predict the
              average hours per case, the four quarters of the prior year (County
              Plan Exhibit D Cols. P thru S, Line 19) and Qtrs 1 and 2 of the
              current year (Exh. E Col.'s U and V, Line 19), must be analyzed to
              discern whether a trend exists or if the situation is stable and
              arrive at the projected hours per case. Or, enter the Exh. E FY 87-8
              second quarter rate (Col. V, Line 19) in the appropriate column
              (col's. W and X). If a County chooses to use a different method, it
              must be explained in footnotes accompanying the plan, and referenced
              by number to the left of the appropriate column (see headings entitled
              "Ref #"). Round to two decimal places.

Line (18)   This line represents the total projected direct service hours
              performed in the Welfare Staff mode during the quarter. Multiply line
              16 times line 19 in each column (col's. W and X). (If the values
              entered in lines 16, 17 and 19 are zero, then enter zero.) Next, add
              the numbers entered in col's. U, V, W and X to derive the total in
              column Y.

Line (20)   This line represents the average cost per direct service hour in the
              Welfare Staff mode during the quarter. In order to predict the
              average cost per hour, the four quarters of the prior year (County
              Plan Exhibit D Cols. P thru S, Line 20) and Qtrs 1 and 2 of the
              current year (Exh. E Col.'s U and V, Line 20), must be analyzed to
              discern whether a trend exists or if the situation is stable and
              arrive at the projected cost per hour. Or, enter the Exh. E FY 87-88
              second qtr. rate (Col. V, Line 20) in the appropriate column (col's. W
              and X). If a county chooses to use a different method, it must be
              explained in footnotes accompanying the plan, and referenced by number
              to the left of the appropriate column (see headings entitled "Ref #").

Line (21)   This line represents the direct service prorata share of the Welfare
              Staff mode during the quarter. Multiply line 18 times line 20 in each
              column (col's. W and X). Next, add the numbers entered in col's. U,
              V, W and X to derive the total in column Y. Round to the nearest
              whole number.

Line (22)   This line represents the prorata share of time study hours devoted to
              IP Supervision per quarter. Enter the figure in column V in the
              appropriate columns (W and X). Next, add the figures entered in line
              22 columns U thru X and enter the total in column Y.

Line (24)   This line represents the prorata share of Casework and Overhead
              expenditures devoted to IP Supervision during the quarter. Enter the
              figure from column V in the appropriate columns (W and X). Next, add
              the numbers entered in line 24 colums U thru X, to derive the total in
              column Y.

Line (23)   This line represents the average cost per hour of IP Supervision
              during the quarter. Divide line 24 by line 22 in each column (W and
              X).

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Line (25)   This line represents any other projected program costs to be included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 327.2A) and staff development (DFA 327.3A) but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 25 columns U, V, W and X to derive the total in column Y. An explanation of the cost must be included in accompanying notes attached to the County plan.

Line (26)   This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 in each column (col's. W thru X). Next, add the numbers entered in line 26 columns U, V, W and X to derive the total in column Y.

Line (27)   This line represents the projected average hours per case for all modes during the quarter. Divide line 26 by line 3 in each column (col's. W thru X). Round to two decimal places.

Line (29)   This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. W thru X). Next, add the numbers entered in line 29 columns U, V, W and X to derive the total in column Y.

Line (28)   This line represents the projected average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's. W thru X). Round to two decimal places.